



CTE Licensure 101

Nov. 10, 2015

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Agenda

- New License Types
- Advancements
- Renewals
- Transitioning to the New License Type
- Where to Find the Forms
- Successfully Submitting an Application
- Q&A

Objectives

- Understand the new educator license policy by reviewing the new license types
- Understand the new requirements of enrollment in an Educator Preparation Program (EPP) and the important role they play in submitting application material
- Learn how to submit an application successfully



New License Types

New License Types

- **Practitioner and Practitioner Occupational** (*previously apprentice, transitional, out-of-state, Interim D*): 3 year validity period, renewable only once
- **Professional and Professional Occupational License:** 6 year validity period, renewable
- **Practitioner Occupational Teacher to Professional Occupation Teacher:** can be advanced if requirements are met
- **Practitioner Teacher to Professional Teacher:** can be advanced if requirements are met



Practitioner License

Practitioner License Requirements

Requirements for initial licensure:

- Hold a bachelor's degree from a regionally accredited college or university
- Demonstrate content knowledge (major or Praxis II)
- Be enrolled in or have completed an approved preparation program
- Recommendation for initial licensure from EPP

Structure

- 3-year validity period
- Renewable (once)

Practitioner License Endorsements (CTE)

Endorsement Name	Endorsement Code
Agriculture Edu 6-12	150
Agriscience 6-12	151
Business Edu 6-12	152
Business Technology 6-12	153
Family & Consumer Science 6-12	154
Food Prod & Management Services 6-12	155
Early Child Care & Servives 6-12	156
Tech Engineering Edu 6-12	157
Marketing Edu 6-12	158

TN Compass

TNCompass is in the pilot phase. Only applications for an initial practitioner license may be submitted through TNCompass by an Educator Prep Program. Educators applying for all other types of licensure transactions, including the practitioner occupational teacher license, should still submit paper-based applications using new forms on the licensing website.



Practitioner Occupational License

Practitioner Occupational Requirements

Requirements for initial licensure

- be formally admitted to or have completed a state-approved educator preparation program;
- be recommended by the state-approved educator preparation program;
- be a high school graduate or higher;
- meet industry certification requirements; and
- meet the endorsement experience requirements.

Structure:

- 3-year validity period,
- Renewable once

Industry Certification Requirements

A **one year grace period** for industry certifications required for licensing will be given to individuals applying for a new practitioner occupational license.

- *This does not apply to individuals who are advancing their license and have to have industry certification. Additionally, this does not apply to health science teachers or cosmetology and barbering teachers.*

Industry certification requirements and work experience requirements will vary depending on the endorsement. Use the **Occupational License Information 101** document as a reference guide.

http://www.tn.gov/assets/entities/education/attachments/cte_lic_occ_endorsement_aligned_req.pdf

Occupational License Information 101

Endorsement requirements for a practitioner occupational education license can be met through a pathway, using combined work experience, industry certification, and postsecondary education.

Endorsement Name and Code	Carpentry 706
Previous Endorsements	522
Minimum Education Requirements	High School diploma or above
Occupational Work Experience	Five years of full time work experience out of the past eight years
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion of Apprenticeship, NOCTI Carpentry 5265, or Tennessee Contractor's license
Pathway Options	<ul style="list-style-type: none">• Associate's degree in building construction and one year of work experience in endorsement area and industry certification• Bachelor's degree in building constructions and industry certification

Occupational License Information 101

What is a Pathway Option for Licensure?

A pathway option is a way in which an occupational endorsement can be acquired, if the applicant does not have the required occupational work experience, for which they are applying.

Occupational License Information 101

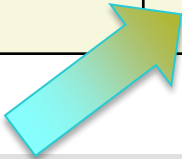
If the applicant **does not** have

Endorsement Name and Code	Carpentry 706
Previous Endorsements	522
Minimum Education Requirements	High School diploma or above
Occupational Work Experience	Five years of full time work experience out of the past eight years
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion of Apprenticeship, NOCTI Carpentry 5265, or Tennessee Contractor's license
Pathway Options	<ul style="list-style-type: none">• Associate's degree in building construction and one year of work experience in endorsement area and industry certification• Bachelor's degree in building constructions and industry certification

Occupational License Information 101

They can apply for the endorsement through the Pathway Option, if they have the following degrees and meet the other requirements:

Endorsement Name and Code	Carpentry 706
Previous Endorsements	522
Minimum Education Requirements	High School diploma or above
Occupational Work Experience	Five years of full time work experience out of the past eight years
Industry Certification	U.S. Department of Labor, Office of Apprenticeship, Certificate of Completion of Apprenticeship, NOCTI Carpentry 5265, or Tennessee Contractor's license
Pathway Options	<ul style="list-style-type: none">• Associate's degree in building construction and one year of work experience in endorsement area and industry certification• Bachelor's degree in building constructions and industry certification



Educator Prep Program Admittance

Teachers applying for the Practitioner Occupational license will need to demonstrate that they are admitted into an educator preparation program before a license can be issued.

Educator Prep Program Process:

- The applicant will include the name of the institution that they are admitted into on the application.
- The institution will be contacted by the CTE licensure consultant after the final evaluation of the license application has been completed.
- The certifying officer will receive a 'Certifying Officer Signature Page' to verify that the individual is admitted into that institution.

Educator Prep Program Admittance

Please note: Additional requirements or exemptions may apply for specific endorsement areas. Please review State Board Rule 0520-02-03 and Policy 5.502 for this information.

Submit applications to: Division of College, Career and Technical Education Licensing, Department of Education, 11th Floor Andrew Johnson Tower, Nashville, TN 37243

☐ **Step 1: Select the type of endorsement(s) for which you wish to be considered:**

X= Selection	Endorsement Name	Endorsement Code
	2-4 Cycle Engines	775
	Aircraft Maintenance	773
	Automotive	770
	Aviation Ground School	774
	Barbering	780
	Broadcasting	710
	Carpentry	706
	Collision Repair	771
	Concrete/Masonry	702
	Cosmetology	781
	Culinary Arts	730
	Diesel Equipment	772
	Distribution and Logistics	776

X= Selection	Endorsement Name	Endorsement Code
	Drafting/CAD	700
	Electrical	701
	Fire Safety	751
	Graphic Design	711
	HVAC	707
	Health Informatics	721
	Health Science	720
	Information Technology	740
	Legal and Protective Services	750
	Manufacturing	760
	Plumbing	703
	Programming	742
	Public Health	722
	Welding	705

☐ **Step 2: Demonstrate proof of admittance into or completion of an approved educator preparation program. Proof of enrollment and completion will be verified by the department of education. The educator must provide information below regarding the educator preparation program in which they are enrolled or have completed. (SBE Policy 5.502)**

Educator Preparation Provider (Institution/Organization)

Preparation Program (Program Title)

☐ **Step 3: Submit current/valid industry certification, where required by teacher endorsement area to the Division of College, Career and Technical Education Licensing.**

Educator Prep Program Admittance



Division of College, Career and Technical Education

Certifying Officer Signature Page

Educator Preparation Provider Only: By signing below, you are indicating that the stated individual below is currently admitted into or has completed your educator preparation program (SBE Rule 0520-02-03). In addition, you certify, to the best of your knowledge, that the individual is at least 18 years of age and possesses good moral character (Tenn. Code Ann. § 49-5-101).

Licensure Applicant

Educator Preparation Provider
(Institution/Organization)

State

Regional Accrediting Agency

Preparation Program(s) (Program Title)

Name of Authorized Official

Signature of Authorized Official

Date

Department of Education Licensing Staff Only: The individual above successfully meets the criteria for licensure and has the approval of the Department of Education to be recommended by an educator preparation program.

Licensure Consultant Signature

Date



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Advancing the
Practitioner License

Advancing from Practitioner to Professional

In addition to demonstrating successful completion of an educator preparation program and submitting qualifying scores on all required assessments, the educator must meet licensure expectations for advancement to the professional license. To advance from a practitioner license to a professional license, an educator must have:

- Three years of experience,
AND
- The recommendation of the Director of Schools -OR-
Documentation of 30 Professional Development Points (PDPs)

Advancing from Practitioner Occupational to Professional Occupational

In order to advance, educators must meet all of the following criteria:

- Completion of an educator preparation program
- Three years of experience
- The recommendation of the Director of Schools -OR- Documentation of 30 Professional Development Points (PDPs)
- Attendance during the first year of teaching for a total of five (5) days at new teacher training sponsored by College, Career & Technical Education Division, Department of Education.
- Four (4) days release time to observe three (3) experienced teachers within their endorsed teaching area and one (1) experienced teacher outside of their teaching area.
- Assigned teacher mentor during the first three (3) years of teaching.
- Current/valid Industry Certification where required by teacher endorsement area.



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Renewals

Practitioner Renewal Requirements

- The **Practitioner License** is valid for three years. If an educator does not meet expectations for advancement to the Professional License, the Practitioner License may be renewed once.
- In order for the **Practitioner License** to be renewed, educators must have completed an approved educator preparation program and submitted passing scores on all required assessments.
- In order for the **Practitioner Occupational License** to be renewed, educators must have completed an approved educator preparation program and submit proof of current industry certification, where required by teacher endorsement areas.

Professional Renewal Requirements

- The **Professional License** is valid for six years. In order to renew the Professional License, educators must earn 60 Professional Development Points (PDPs).
- In order to renew the **Professional Occupational License**, educators must also submit proof of current industry certification, where required by teacher endorsement areas.

Renewal and Advancements

- Beginning March 1, 2016, advancements and renewals will be accepted for licenses expiring in 2016.
- Moving forward, for licensing expiring in 2017 or beyond, applicants must apply for renewal and advancements during the final year of the validity period of the license. For example: if a license will expire on Aug. 31, 2020, the educator may not apply for **renewal** until Sept. 1, 2019.
- However, an educator who qualifies for **advancement** prior to the final year of the validity period of the license, may advance as soon as criteria are met.



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Transitioning to the New Licensure Policy

Renewal and Advancements under the Old Policy

Any educator who qualified for and met all of the requirements for renewal or advancement on Aug. 31, 2015 under the former licensure policy has until **Dec. 1, 2015** to submit renewal or advancement applications.

Applications must be received by the Office of Educator Licensing or the CTE Licensing Office by Dec. 1, 2015. We cannot honor postmarks.

Transition Procedures

Requirements for transition to the new licensure policy for every license type can be found on the Educator Licensure Policy – Transition Procedures document.

Apprentice Occupational License

The Apprentice Occupational License is a full license and valid for 5 years. The license will be converted to a Practitioner Occupational License, or advanced to a Professional Occupational License, based on what eligibility requirements the educator meets. **Applicants must meet all requirements to advance or the license will be converted to the Practitioner Occupational License (Second Issuance).**

Apprentice Occupational License		
Eligibility Requirements:		
1) Obtained current/valid industry certification	x	√
2) Attended Five day new teacher training sponsored by Career and Technical Education Division, Tennessee Department of Education	x	√
3) Completed successfully a teacher education program designed to meet the knowledge and skills for teacher preparation.	x	√
4) Attended four (4) days of release time to observe three (3) experienced teachers within your endorsed teaching area and one (1) experienced teacher outside of your teaching area.	x	√
5) Assigned mentor during the first three years of teaching	x	√
6) Obtained 3 years of acceptable experience	x	√
Licensure Transaction:	Convert to Practitioner (Second Issuance)	Advance to Professional License

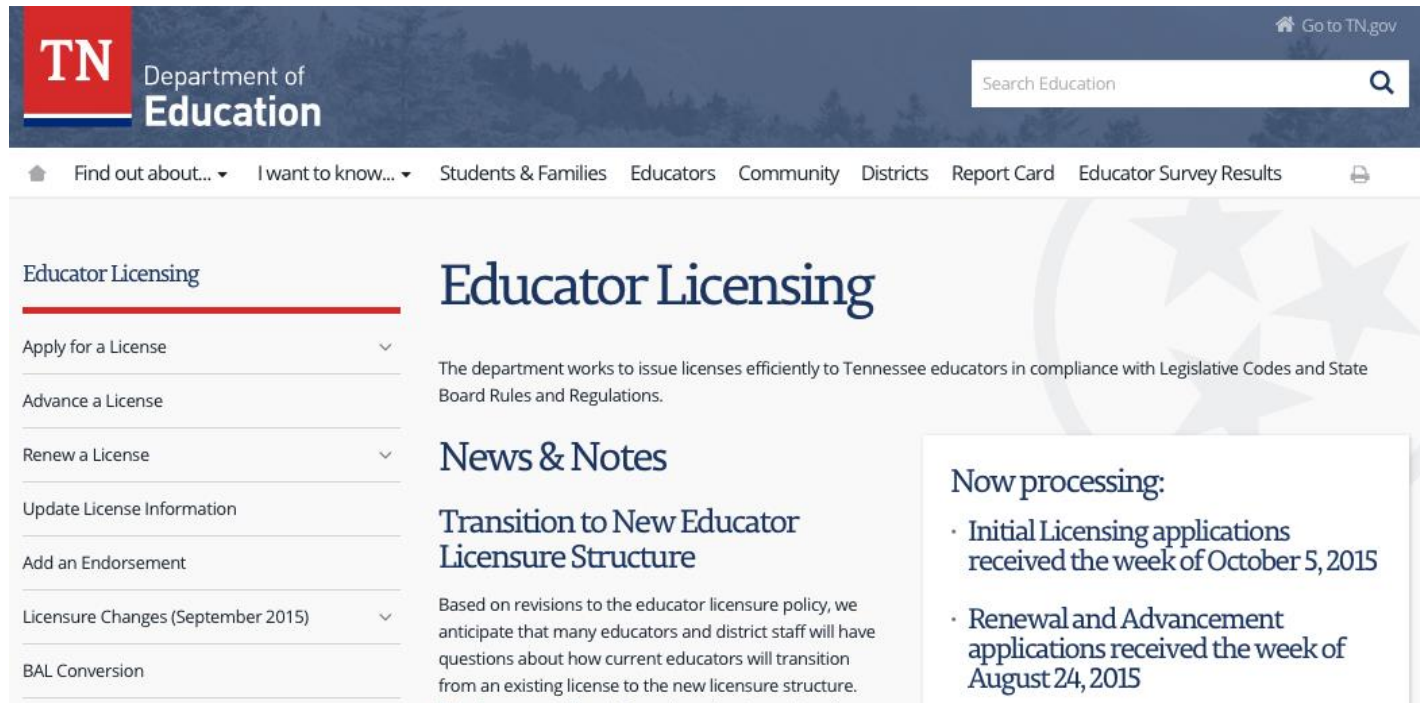
https://www.tn.gov/assets/entities/education/attachments/lic_transition_procedures.pdf



Where to find the Forms

Educator Licensing Web Page

All licensure forms are found on the Educator Licensing web page. You can find all current forms by clicking on the respective tabs. Forms are not currently available for some of the licensure transactions that will we begin accepting applications for in March. More information will be available about these forms at a later date.



The screenshot shows the TN Department of Education website. The header includes the TN logo, the text 'Department of Education', a search bar labeled 'Search Education', and a 'Go to TN.gov' link. A navigation bar contains links: 'Find out about...', 'I want to know...', 'Students & Families', 'Educators', 'Community', 'Districts', 'Report Card', and 'Educator Survey Results'. The main content area is titled 'Educator Licensing' and includes a sidebar with a list of links: 'Apply for a License', 'Advance a License', 'Renew a License', 'Update License Information', 'Add an Endorsement', 'Licensure Changes (September 2015)', and 'BAL Conversion'. A green arrow points to the 'Apply for a License' link. The main content area also features a 'News & Notes' section with the title 'Transition to New Educator Licensure Structure' and a 'Now processing:' section listing 'Initial Licensing applications received the week of October 5, 2015' and 'Renewal and Advancement applications received the week of August 24, 2015'.

TN Department of Education

Go to TN.gov

Search Education

Find out about... I want to know... Students & Families Educators Community Districts Report Card Educator Survey Results

Educator Licensing

Apply for a License

Advance a License

Renew a License

Update License Information

Add an Endorsement

Licensure Changes (September 2015)

BAL Conversion

Educator Licensing

The department works to issue licenses efficiently to Tennessee educators in compliance with Legislative Codes and State Board Rules and Regulations.

News & Notes

Transition to New Educator Licensure Structure

Based on revisions to the educator licensure policy, we anticipate that many educators and district staff will have questions about how current educators will transition from an existing license to the new licensure structure.

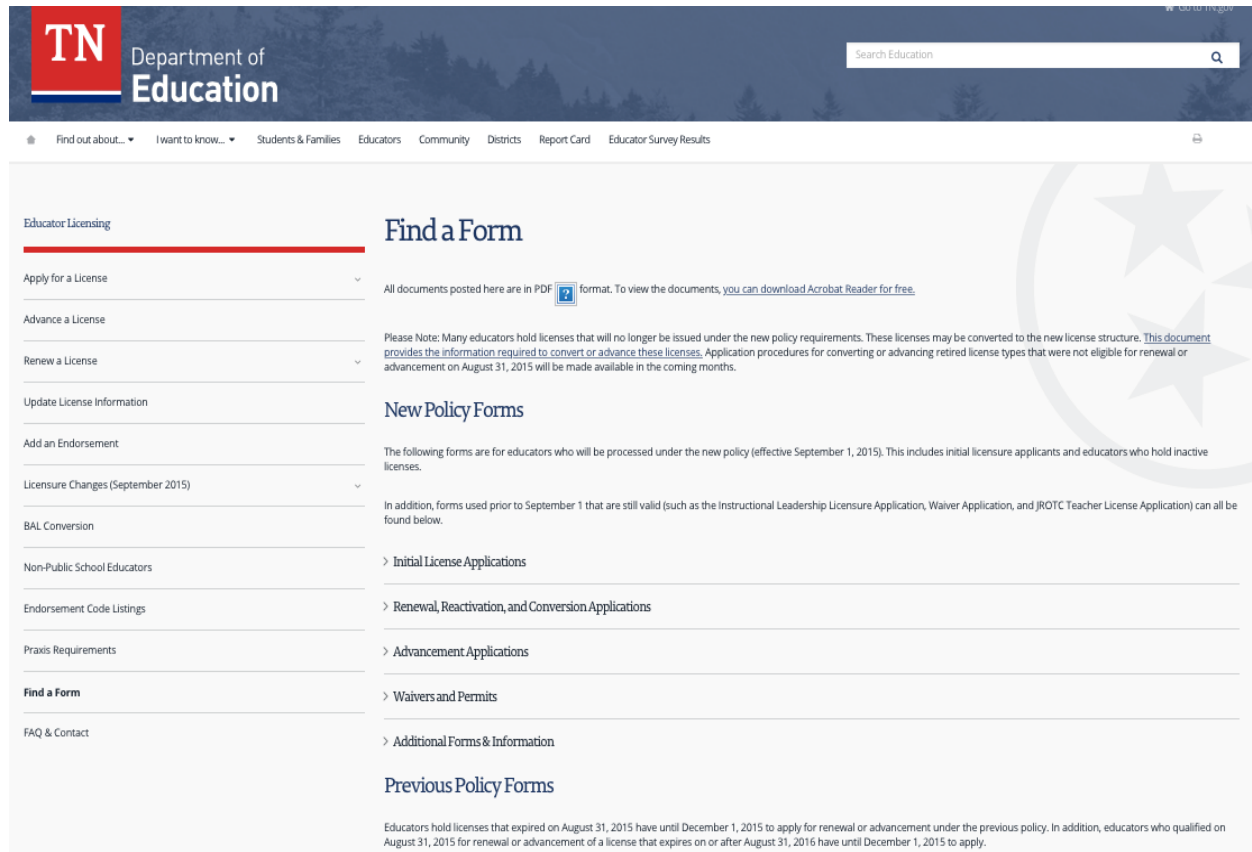
Now processing:

- Initial Licensing applications received the week of October 5, 2015
- Renewal and Advancement applications received the week of August 24, 2015

<https://www.tn.gov/education/section/licensing>

Educator Licensing Forms

New and previous policy forms can also be found on the “Find a Form” tab.



The screenshot shows the TN Department of Education website. The header includes the TN Department of Education logo and a search bar. The navigation menu lists various categories, including Educator Licensing. The Educator Licensing section is expanded, showing a list of tabs: Apply for a License, Advance a License, Renew a License, Update License Information, Add an Endorsement, Licensure Changes (September 2015), BAL Conversion, Non-Public School Educators, Endorsement Code Listings, Praxis Requirements, Find a Form, and FAQ & Contact. The 'Find a Form' tab is highlighted with a green arrow. The main content area displays the 'Find a Form' heading, a note about PDF format, a 'Please Note' section about license conversion, and sections for 'New Policy Forms' and 'Previous Policy Forms'.

Educator Licensing

- Apply for a License
- Advance a License
- Renew a License
- Update License Information
- Add an Endorsement
- Licensure Changes (September 2015)
- BAL Conversion
- Non-Public School Educators
- Endorsement Code Listings
- Praxis Requirements
- Find a Form**
- FAQ & Contact

Find a Form

All documents posted here are in PDF format. To view the documents, you can download [Acrobat Reader for free](#).

Please Note: Many educators hold licenses that will no longer be issued under the new policy requirements. These licenses may be converted to the new license structure. [This document](#) provides the information required to convert or advance these licenses. Application procedures for converting or advancing retired license types that were not eligible for renewal or advancement on August 31, 2015 will be made available in the coming months.

New Policy Forms

The following forms are for educators who will be processed under the new policy (effective September 1, 2015). This includes initial licensure applicants and educators who hold inactive licenses.

In addition, forms used prior to September 1 that are still valid (such as the Instructional Leadership Licensure Application, Waiver Application, and JROTC Teacher License Application) can all be found below.

- > Initial License Applications
- > Renewal, Reactivation, and Conversion Applications
- > Advancement Applications
- > Waivers and Permits
- > Additional Forms & Information

Previous Policy Forms

Educators hold licenses that expired on August 31, 2015 have until December 1, 2015 to apply for renewal or advancement under the previous policy. In addition, educators who qualified on August 31, 2015 for renewal or advancement of a license that expires on or after August 31, 2016 have until December 1, 2015 to apply.



Submitting a Successful Application

Practitioner Occupational License Form

From the Educator Licensing webpage you can find the new 2-page form for the Practitioner Occupational License. Unlike previous licensure forms, this forms request that these application be mailed to the 11th floor.



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 11th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). The personal affirmation section must be completed.

SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

First Name*	Middle Name*	Last Name*	(Maiden/Other Last Name)
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Date of Birth* (MM/DD/YYYY)	Street/P.O. Box*	City*	State*	Zip Code*
--------------------------------	------------------	-------	--------	-----------

Primary Telephone Number* (999) 999-9999	Secondary Telephone Number (999) 999-9999	Social Security Number* 999-99-9999
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Primary Email Address*	Secondary Email Address
------------------------	-------------------------

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

- Ethnicity – Choose one
☐ Hispanic or Latino
☐ Not Hispanic or Latino
- Race – Mark all that apply
☐ American Indian or Alaska Native
☐ Black or African American
☐ White
☐ Asian
☐ Native Hawaiian/Other Pacific Islander
- Gender
☐ Male
☐ Female

Completing the Application

On the first page, complete the applicant's name, address, phone number, email address, ethnicity, and gender.



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 11th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). The personal affirmation section must be completed.

SECTION 1. CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

First Name*	Middle Name*	Last Name*	(Maiden/Other Last Name)	
<hr/>				
Date of Birth* (MM/DD/YYYY)	Street/P.O. Box*	City*	State*	Zip Code*
<hr/>				
Primary Telephone Number* (999) 999-9999	Secondary Telephone Number (999) 999-9999		Social Security Number* 999-99-9999	
<hr/>				
Primary Email Address*		Secondary Email Address		

The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.

- Ethnicity – Choose one ☐ Hispanic or Latino ☐ Not Hispanic or Latino
- Race – Mark all that apply ☐ American Indian or Alaska Native ☐ Asian
☐ Black or African American ☐ Native Hawaiian/Other Pacific Islander
☐ White
- Gender ☐ Male ☐ Female

Completing the Application-Page 1

Be sure to complete Section 2: Personal Affirmation. If any question is marked “Yes,” there will be a delay in the processing of your application.

SECTION 2. PERSONAL AFFIRMATION*

This section must be completed. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found “No Probable Cause” to take any disciplinary action.

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of <i>nolo contendere</i> or granting pre-trial diversion? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of <i>nolo contendere</i> or an order granting pre-trial diversion? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 3. Have you had a teacher’s certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 4. Is there any action pending against your certification/license or application in another state? |

- If you have answered “Yes” to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
- If you have answered “Yes” to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

Completing the Application-Page 1

The application must be signed and dated by the applicant in Section 3.

In Section 4, indicate the type of license applied for by marking an (X) or (√).

SECTION 3. SIGNATURE AND DATE

This section must be completed.

Applicant Signature

Date

SECTION 4. LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

☐ Initial Licensure ☐ Licensure Advancement ☐ Licensure Renewal ☐ Reactivating an Inactive License ☐ Waiver or Permit
☐ Additional Endorsement ☐ JROTC ☐ International Teacher Exchange License ☐
Other: _____

Completing the Application-Page 2

Tennessee Department of Education

Division of College, Career and Technical Education

APPLICATION FOR PRACTITIONER OCCUPATIONAL TEACHER LICENSE

Please note: ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSING BECOME THE PROPERTY OF THE TENNESSEE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPROPRIATE ENTITY.

APPLICANT NAME _____

← Add the applicant's name.

Please note: Additional requirements or exemptions may apply for specific endorsement areas. Please review State Board Rule 0520-02-03 and Policy 5.502 for this information.

Submit applications to: Division of College, Career and Technical Education Licensing, Department of Education, 11th Floor Andrew Johnson Tower, Nashville, TN 37243

☐ **Step 1: Select the type of endorsement(s) for which you wish to be considered:**

X= Selection	Endorsement Name	Endorsement Code
	2-4 Cycle Engines	775
	Aircraft Maintenance	773
	Automotive	770
	Aviation Ground School	774
	Barbering	780
	Broadcasting	710
	Carpentry	706
	Collision Repair	771
	Concrete/Masonry	702
	Cosmetology	781
	Culinary Arts	730
	Diesel Equipment	772
	Distribution and Logistics	776

X= Selection	Endorsement Name	Endorsement Code
	Drafting/CAD	700
	Electrical	701
	Fire Safety	751
	Graphic Design	711
	HVAC	707
	Health Informatics	721
	Health Science	720
	Information Technology	740
	Legal and Protective Services	750
	Manufacturing	760
	Plumbing	703
	Programming	742
	Public Health	722
	Welding	705

Mark the endorsement(s) for which you are applying. Reference the **Occupational License Information 101** as needed.

Completing the Application-Page 2

Remember, the applicant must demonstrate admittance into an educator preparation program. In this section, include the institution in which the applicant has been admitted into or completion of the educator preparation program.

- ☐ **Step 2:** Demonstrate proof of admittance into or completion of an approved educator preparation program. Proof of enrollment and completion will be verified by the department of education. The educator must provide information below regarding the educator preparation program in which they are enrolled or have completed. (SBE Policy 5.502)

Educator Preparation Provider (Institution/Organization)

Preparation Program (Program Title)

Completing the Application-Page 2

All of the items below **MUST** be mailed in with the application in order for it to be processed successfully. Remember, there is a one year grace period for those endorsements requiring industry certification, except for Cosmetology and Health Science.

- ☐ **Step 3:** Submit current/valid industry certification, where required by teacher endorsement area to the Division of College, Career and Technical Education Licensing.
- ☐ **Step 4:** Submit official transcripts for high school or universities and colleges attended to the Division of College, Career and Technical Education Licensing.
- ☐ **Step 5:** Submit verification of work experience on the Verification of Occupational Work Experience form or original letters on company letterhead verifying work experience. Verification sheets must be notarized.
- ☐ **Step 6:** Submit the Occupational Qualification sheet.

Department of Education Licensing Staff Only:

The individual successfully meets the criteria for licensure and has the approval of the Department of Education to be recommended by an educator preparation program.

Licensure Consultant

Date

Qualification Form and Employment Verification

The Qualification Sheet and the Employment Verification forms can be found on our Educator Licensing web page under “Find a Form”.

✓ Additional Occupational Education Forms

- [Occupational Employment Verification Form](#) 
- [Occupational Endorsement Deactivation/Reactivation Form](#)
- [Occupational License Information 101](#)
- [Occupational Qualification Sheet](#) 
- [Occupational Teacher Evaluations Form](#)
- [Occupational Teacher Checklist](#)

Denied Applications

Reasons for Application Denial

- Application is not filled out completely (Will be mailed back)
- Missing original/official transcript
- Lacks verification of work experience
- Lacks current/valid industry certification
- Lacks qualification sheet
- Lacks computation sheet
- Lacks documentation of professional development hours
- Lacks four observations
- Lacks verification of new teacher training
- Wrong license type is checked on the application (Will be mailed back)

Denied Applications

If an application is denied, the applicant will be contacted using the contact email/phone number listed on the application. If communication cannot be made with the applicant, the application will be returned using the address on the application.

Communication via email may resemble the following:

Sheila,

We received your application for the Practitioner Occupational License. At this time, we are unable to renew your license due to the following reasons:

- The qualification sheet was not included. To access it, click here. https://www.tn.gov/assets/entities/education/attachments/ed5335_lic.pdf
- An official transcript is required from The University of Hartford.

Please mail these items **within 60 days** to my attention at
710 James Robertson Parkway
Andrew Johnson Tower, 11th Floor
Nashville, TN 37243

Denied Applications

If an application is returned via mail, it will be returned with all material that was submitted by the applicant. Once the material is ready to be mailed back to our office, the applicant must return a complete licensure pack with all of the required items. Even though some of the material has been viewed by our office, we cannot process applications unless **ALL** material is present.

Mail to:

Sheila K. Morris
Division of College, Career, and Technical Education
Andrew Johnson Tower, 11th Floor
710 James Robertson Parkway
Nashville, TN 37243

Resources

Licensure Website:

- TN.gov/education/section/licensing

College, Career and Technical Education Licensure Website:

- <http://www.tn.gov/education/topic/cte-licensure-and-training>

Educator Licensure Policy:

- https://www.tn.gov/assets/entities/sbe/attachments/5.502_Educator_Licensure_Policy9-24-15.pdf

Occupational License 101:

- http://www.tn.gov/assets/entities/education/attachments/cte_lic_occupational_license_info_101.pdf

Transition Procedures:

- https://www.tn.gov/assets/entities/education/attachments/lic_transition_procedures.pdf



Q&A

Question and Answers

Please Note: Licensure applicants cannot be discussed during this time. If you have specific questions regarding a licensure application or a particular applicant, please email Sheila.K.Morris@tn.gov or (615) 532-2834.